DOCUMENT RESUME

ED 402 952 IR 056 253

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TITLE The Academic Librarian's Human Resources Handbook. Employer Rights and Responsibilities.
REPORT NO ISBN-1-56308-345-0
PUB DATE 96
NOTE 167p.
AVAILABLE FROM Libraries Unlimited, Inc., P.O. Box 6633, Englewood, CO 80155-6633 ($28.50; $34 outside North America).
PUB TYPE Books (010) -- Guides - Non-Classroom Use (055)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Academic Libraries; *Civil Liberties; Disabilities; Employee Responsibility; *Employer Employee Relationship; Employment Practices; Employment Problems; Higher Education; *Legal Responsibility; *Library Administration; *Library Personnel; Library Policy; Occupational Safety and Health; Recruitment; Social Discrimination; Wages; Workers Compensation
IDENTIFIERS Library Operations

ABSTRACT

This handbook offers "how to" guidance on library management and provides a single source for laws, regulations, executive orders, guidelines, and court decisions on employee and employer rights and responsibilities. Detailed information is provided on: recruiting and selecting personnel; the employment relationship; wages and hours; employee benefits; health, safety, and privacy; discipline and discharge; and disability and workers compensation. It covers routine procedures and regulations, such as those for social security, as well as issues such as discrimination in the workplace. One chapter, "What To Do Before You Phone an Attorney," covers such concerns as violations of employee rights, reassignments, and personal problems. Potential management difficulties are also discussed and case problems with suggestions for resolution are presented. (AEF)

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